

# **NORTH DAKOTA** **HEALTH CAREERS** **STANDARDS**

4-15-04

## **STANDARD 1: ACADEMIC FOUNDATIONS**

Health Careers students will know the academic subject matter required for proficiency within their area. They will use this knowledge as needed in their student role. This includes reading, writing, mathematics, life sciences knowledge, using health care terminology, and being aware of the history of health care.

### **1.1 Human Structure and Function**

- 1.1.1 Describe the basic structure and functions of cells, tissues, organs and systems across the life span
- 1.1.2 Explain body planes, quadrants, directional terms and cavities
- 1.1.3 Analyze the interdependence of the body systems as they relate to wellness, disease, disorders, therapies and care rehabilitation
- 1.1.4 Identify and describe the physical, emotional and social changes associated with each life stage and the stages of grieving
- 1.1.5 Construct and define basic medical terminology suffixes, prefixes, roots and abbreviations

### **1.2 Diseases and Disorders**

- 1.2.1 Compare selected diseases and disorders: respective classifications, causes, diagnoses, therapies and care rehabilitation to include biotechnological applications

## **STANDARD 2: COMMUNICATION**

Health Careers students will know the various methods of giving and obtaining information. They will communicate effectively orally, in writing, and electronically.

### **2.1 Oral Communication**

- 2.1.1 Identify and demonstrate basic communication skills (observation, listening, verbal and nonverbal)
- 2.1.2 Describe the impact of family, community, and other cultural diversity in the communication process
- 2.1.3 Apply the elements of communication using the sender-receiver method
- 2.1.4 Apply active listening skills using reflection, restatement, and clarification techniques
- 2.1.5 Demonstrate interviewing skills
- 2.1.6 Interpret and communicate using medical terminology
- 2.1.7 Demonstrate courtesy to others, including self-introduction
- 2.1.8 Interpret verbal and nonverbal behavior to augment communication

## 2.2 Written Communication

- 2.2.1 Report relevant information in order of occurrence in an objective and subjective manner
- 2.2.2 Organize, read, write, and compile technical information and summaries in clinical and classroom settings
- 2.2.3 Use medical terminology within a scope of practice in order to interpret, transcribe and communicate information, data, and observations

## 2.3 Electronic Communication

- 2.3.1 Utilize HIPAA guidelines when handling health sensitive information through technology in a healthcare setting

### STANDARD 3: SYSTEMS

Health Careers students will understand how the role of a health care worker relates to departments, organizations, and the overall health care environment. They will identify how key systems affect services performed and quality of care.

## 3.1 Health Care Delivery System

- 3.1.1 Identify and describe history, evolution, and trends of the health care delivery system model
- 3.1.2 Analyze and predict how factors such as cost, managed care, technology, aging population, access to care, alternative therapies, lifestyle, and behavior changes may affect various healthcare delivery models
- 3.1.3 Identify the basic components of the health care system

### STANDARD 4: EMPLOYABILITY SKILLS

Health Careers students will understand how employability skills enhance their employment opportunities and job satisfaction. They will demonstrate skills that support and maintain job functions and upgrade these skills as needed.

## 4.1 Employability Skills

- 4.1.1 Adopt personal and professional appearance and hygiene habits appropriate to the healthcare environment and industry expectations
- 4.1.2 Describe healthy lifestyles and compare with personal risk factors
- 4.1.3 Demonstrate appropriate attitudes and behavior for healthcare workers
- 4.1.4 Practice personal/professional/leadership traits such as attendance, time management, etc.
- 4.1.5 Interact appropriately and respectfully with diverse ethnic, age, cultural, religious, and socioeconomic groups in various employment and social situations
- 4.1.6 Accept responsibility for one's own actions

- 4.1.7 Evaluate work assignments and initiate actions with confidence that corresponds with the work assignment
- 4.1.8 Observe and participate in job shadowing, clinical activities and service learning
- 4.1.9 Formulate solutions to problems using critical thinking skills (analyze, synthesize, evaluate) independently and in teams
- 4.1.10 Develop a professional résumé to include educational and work experience, honors, awards, and other activities

#### 4.2 Interpersonal Communications

- 4.2.1 Communicate in a straightforward, understandable, and timely manner
- 4.2.2 Listen attentively to verbal instructions, requests and other information to verify accuracy
- 4.2.3 Provide written communication that is accurate and grammatically correct
- 4.2.4 Interpret technical materials used for healthcare practices and procedures

#### 4.3 Personal Growth and Development

- 4.3.1 Manage time, prioritize responsibilities, and meet specified completion deadlines
- 4.3.2 Show enthusiasm and commitment by meeting expectations and priorities of the organization
- 4.3.3 Engage in continuous self-assessment and goal modifications for personal and professional growth, including professional and community involvement
- 4.3.4 Accept constructive criticism or corrective action to resolve conflict
- 4.3.5 Identify and demonstrate personal/professional traits and characteristics

#### 4.4 Career Decision-Making

- 4.4.1 Identify and describe career specialties under health science career pathways: diagnostic, therapeutic, health informatics, support services, biotechnology, research and development
- 4.4.2 Explore a potential health science career in at least one of the following health science pathways: diagnostic, therapeutic, health informatics, support services, biotechnology, research and development
- 4.4.3 Consider levels of education, credentialing requirements, employment opportunities, workplace environment, and career growth potential for a career pathway

## STANDARD 5: LEGAL RESPONSIBILITIES

Health Careers students will understand the legal responsibilities, limitations, and implications of their actions within the health care delivery setting. They will perform their duties according to regulations, policies, laws and legislated rights of clients.

### 5.1 Legal Implications

- 5.1.1 Use problem solving techniques when confronted with legal dilemmas or issues
- 5.1.2 Comply with facility policies and procedures
- 5.1.3 Comply with established risk management criteria
- 5.1.4 Determine when an incident is reportable
- 5.1.5 Analyze legal responsibilities, limitations and implications of actions
- 5.1.6 Compare and contrast behaviors that could result in malpractice, liability, or negligence

### 5.2 Legal Practices

- 5.2.1 Comply with standards of care relating to confidentiality, informed consent and advanced directives
- 5.2.2 Identify the legal implications that apply to documentation in healthcare records
- 5.2.3 Follow mandated standards for workplace safety, i.e. Occupational Safety and Health Administration (OSHA), Center for Disease Control (CDC)
- 5.2.4 Identify and comply with clients' rights, including confidentiality, according to the Patient's Rights and Health Insurance Portability and Accountability Act (HIPAA)

## STANDARD 6: ETHICS

Health Careers students will understand accepted ethical practices with respect to cultural, social, and ethnic differences within the healthcare environment. They will perform quality healthcare delivery.

### 6.1 Legal and Ethical Boundaries

- 6.1.1 Differentiate between ethical and legal issues impacting healthcare
- 6.1.2 Contrast personal, professional and organizational values
- 6.1.3 Describe legal and ethical aspects of confidentiality

### 6.2 Ethical Practice

- 6.2.1 Identify and comply with standards
- 6.2.2 Identify and comply with client bill of rights
- 6.2.3 Report any activity that adversely affects the health, safety or welfare of clients or fellow workers

## STANDARD 7: SAFETY PRACTICES

Health Careers students will understand the existing and potential hazards to clients, coworkers, and themselves. They will prevent injury or illness through safe work practices and will follow health and safety policies and procedures.

### 7.1 Infection Control

- 7.1.1 Analyze methods to control the spread of pathogenic microorganisms
- 7.1.2 Describe and demonstrate principles of infection control
- 7.1.3 Describe and demonstrate standard precautions
- 7.1.4 Demonstrate hand washing, following medical asepsis principles
- 7.1.5 Identify appropriate cleaning, disinfection and sterilizing processes
- 7.1.6 Contrast medical and surgical asepsis

### 7.2 Personal Safety

- 7.2.1 Apply principles of body mechanics and ergonomics
- 7.2.2 Apply safety standards related to prevention of accidents and injuries
- 7.2.3 Use personal protective equipment as appropriate to the environment
- 7.2.4 Manage personal exposure incidents in compliance with facility policy and/or Occupational Safety and Health Administration (OSHA)

### 7.3 Environmental Safety

- 7.3.1 Apply safety principles within given environments to ensure client and worker safety
- 7.3.2 Identify methods of fire and electrical hazard prevention in the health care setting
- 7.3.3 Prevent accidents by using proper safety techniques
- 7.3.4 Take appropriate action when observing a hazardous material problem

### 7.4 Common Safety Hazards

- 7.4.1 Identify the purpose of the Material Safety Data Sheets (MSDS)
- 7.4.2 Comply with safety signs, symbols and labels

### 7.5 Emergency Procedures and Protocols

- 7.5.1 Respond to emergencies according to facility protocol

## STANDARD 8: TEAMWORK

Health Career students will understand the roles and responsibilities of individual members as part of the healthcare team, including their ability to promote the delivery of quality healthcare. They will interact effectively and sensitively with all members of the healthcare team.

### 8.1 Healthcare Teams

- 8.1.1 Recognize characteristics of effective teams
- 8.1.2 Discuss the team concept in providing quality care
- 8.1.3 Identify that compromise may be necessary to assure the best outcome

### 8.2 Team Member Participation

- 8.2.1 Communicate verbally, non-verbally, and in writing with team colleagues to assure the best results
- 8.2.2 Act responsibly as a team member, completing assigned tasks in a timely, effective manner.
- 8.2.3 Exercise leadership skills
- 8.2.4 Respect and value the diverse backgrounds, expertise and contributions of all team members to accomplish common goals
- 8.2.5 Apply corrective action to an acknowledged conflict situation

## STANDARD 9: HEALTH MAINTENANCE PRACTICE

Health Careers students will understand the fundamentals of wellness and the prevention of disease processes. They will be encouraged to practice preventative health behaviors.

### 9.1 Health Behaviors

- 9.1.1 Identify behaviors that promote health and wellness, prevention of disease and injury
- 9.1.2 Advocate available preventative health screenings and examinations
- 9.1.3 Identify safety practices as related to high-risk behaviors
- 9.1.4 Evaluate the validity of alternative health practices
- 9.1.5 Identify, describe and assess available health related services in the community that relate to disease prevention and health promotion

## STANDARD 10: TECHNICAL SKILLS

Health Careers students will identify technical skills required for medical careers. They will demonstrate skills and knowledge as appropriate.

### 10.1 Occupational Safety

- 10.1.1 Perform standard precautions as described in the rules and regulations set forth by the Occupational Safety and Health Administration (OSHA)
- 10.1.2 Demonstrate and apply safety procedures to protect clients, co-workers, and self

10.1.3 Obtain cardiopulmonary resuscitation (CPR) and first aid certificate of completion

10.2 Skills Development in Lab or Clinical Setting

10.2.1 Observe client during care and procedures

10.2.2 Measure and report client vital signs and other indicators of health status

10.2.3 Record and report client health information according to facility protocol as allowed

10.2.4 Report abnormal results

10.2.5 Identify and collect appropriate supplies and equipment necessary for a procedure

10.2.6 Report need for equipment maintenance

10.2.7 Explain procedures to the client

10.2.8 Identify and describe therapeutic diets

10.2.9 Demonstrate skills related to activities of daily living

10.2.10 Demonstrate skills associated with rehabilitative care, such as range of motion, positioning, ambulation, transfer and transport of clients safely

10.2.11 Review the structure and composition of the client records

10.2.12 Identify the processes for collection and dissemination of healthcare data

10.2.13 Calculate mathematical problems and measurements common to healthcare

**STANDARD 11: INFORMATION TECHNOLOGY APPLICATION**

Health Careers students will use information technology applications. They will demonstrate use as appropriate to healthcare applications.

11.1 Communication Technology

11.1.1 Use communication technology (fax, E-mail, Internet) to access and distribute data and other information

11.1.2 Identify adaptive communication techniques to accommodate individual needs

11.1.3 Process data from various sources to reach conclusions

11.1.4 Plan, prepare and deliver a presentation

11.1.5 Describe computer applications currently being used in today's healthcare

11.2 Referencing Skills

11.2.1 Demonstrate use of medical dictionaries, reference resources and Internet access

11.2.2 Use procedure manuals and instruction booklets

11.2.3 Determine validity of a resource